

BART Agreement Number: 6M6139

Approval Date: 12/27/2021

Work Plan No.: A.01-06 - Needs Assessment and Programming for BPD

Scope:

2.0 SERVICES TO BE PERFORMED BY CONSULTANT AND WORK BREAKDOWN STRUCTURE

Task 1: Project Start-Up

Following authorization to proceed from BART, a start-up Teams meeting will be held by key client and consultant personnel to ensure that the required methodologies and desired outcomes are clearly established from the outset.

Task 2: Site Review

A first order of business will be a review of the study area at the Lake Merritt transit station by the project managers from both BART and IBI. The existing BPD facilities in the MET Building and the Police Zone Facility within the Lake Merritt Annex (LMA) will be analyzed for a better understanding of existing conditions as well as future opportunities. While it is understood that the Police Zone Facility may remain at Lake Merritt station, alternative sites for the Transit Police HQ, possibly with better access from freeways and with site parking, will be inventoried.

Task 3: Review of Prior Reports

A comprehensive review of prior reports/standards will be undertaken by the consultant, beginning with the Facilities Programming for San Francisco Bay Area Rapid Transit Police document, Glass Associates 2012, as well as pertinent sections of BART's Facility Standards Design Criteria (BFS). IBI group will investigate the availability of other, similar documents from Transit Police services from within its client base of public sector transit agencies, i.e. VTA (San Jose), LA Metro (Los Angeles), Tri-Met (Portland), TransLink (Vancouver) and MetroLinx (Toronto) for comparative analysis.

Task 4: Facility Research

The request for equivalent prior reports from the transit agencies above will likely identify the presence of similar facilities, preferably within California, to enable conducting of a comparative analysis of equivalent, hopefully new Transit Police facilities (HQs and Police Zone facilities that may have an impact on the materials presented at a subsequent client workshop.

A 'value add' of this effort will be an overview of evolving intelligent technology systems (ITS) in acknowledgment that such changes are exponential.

Task 5: Conduct Interviews

Prior to conducting a client workshop, IBI will prepare interview questionnaires for one-on-one conversations with key individuals from the BART Transit Police and, possibly, senior personnel with BART Real Estate. Questionnaires may be emailed in advance to recipients to ensure full focus on the issues/opportunities, followed up by one-on-one Teams interviews with key individuals.

Task 6: Facilitate Workshop

It has been established that the preferable format for a half-day client/consultant workshop will be a hybrid, with key BART Transit Police and Real Estate representatives, along with the IBI Project Manager (at minimum) participating in person in a BART facility. Other IBI participants may well participate virtually to ensure the most impactful facilitation will reduce the impacts both of travel and the pandemic. IBI has a wide array of 'Tools and Techniques' which should prove both informative and enjoyable, in an effort for building enthusiasm and trust in the relocation efforts.

Task 7: Site Analysis & Options

Following the client workshop, and building upon the initial Task 1 Site Review, IBI will develop a portfolio of site analysis and options to locate both the Transit Police HQ and the Police Zone facilities. Materials will be presented in plan view at the regional and local scale and deal with likely building footprints, adjacencies, access/egress, and parking.

Task 8: Concept Design

Upon receipt of client feedback, IBI will begin preparation of space planning concept designs based upon the preferred site options with regard to the spatial allocations of the following aspects of program requirements to include, but not be restricted to:

- Executive
- Support
- Operations – Patrol
- Operations – Crime Analysis

- Professional Standards & Training
- Shared Departments
- Detention
- Parking
- Evolving ITS

The basis of the concept design package will be a revisited Space Requirements Summary, an update of the 2012 Glass Associates report.

Task 9: Project Reporting

A final task will be the assembly of a final project report, consisting logically of prior reports presenting the above-listed eight (8) tasks. IBI Group prides itself its preparation of report materials that cover the program requirements in a well written logical text format, and will informative and colorful graphics/precedent photographs, charts, and tables.

Over the course of the project, discussion will likely turn to procurement options and IBI will offer its opinion about how this report information can populate subsequent developer requests for proposals (RFPs).

Prime: Raimi + Associates, Inc

Subconsultant	Amount	DBE (Y/N)	SBE (Y/N)
IBI Group	\$130,680	N	N

Work Plan Value: \$ 139,769